

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, January 10, 2022, at 6:30 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

|                 |                     |
|-----------------|---------------------|
| Shaunah Esteves | President           |
| Rosemary Pack   | Vice President      |
| Earl Davis      | Secretary/Treasurer |

Also present were:

|                  |          |
|------------------|----------|
| Kimberly Farrell | Employee |
| Robert Patton    | Employee |

5 Guests

**I. Call to Order**

Shaunah Esteves called the meeting to order at 6:32 PM.

**II. Adoption of the Current Agenda**

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| On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the Current Agenda was approved. |
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**Approval of the Minutes of the December 1, 2021 Annual Meeting**

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| On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the Minutes were approved. |
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**III. Unfinished Business**

None

**IV. Financial Update**

**As of 11/30/21**

Kimberly Farrell (employee) provided update.

Bank Accounts - \$360,209.91

**As of 11/30/21**

Accounts Receivable are at \$53,094.75 made up of:

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Annual Assessments \$1,191.08 (8) | Late Fees & Interest \$732.14    |
| Estoppel/Rush Fees \$11,325.00    | Legal Fees \$350.00              |
| Work Orders \$1,109.00            | Fines \$44,896.15                |
| Reimbursements (OLW) \$1,985.69   | Prepaid Assessments (\$8,494.31) |

**Send to collections the following accounts if not paid in full or arrangements made by 1/31/22**

None

**V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC –Next meeting(s) 2/8/22

ARB- Next meeting(s) 1/20/22, 2/3/22

Welcome Committee – No update

Festivities – No update

**VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

- 3520 Laurel Mill Drive - Fence Disrepair
- 406 Hearthside Court - Trash cans visible
- 3195 Wandering Oaks Drive - Replace fence
- 3440 Crane Hill Court - Paint home
- 3838 Pebble Brooke Circle - Pressure wash driveway and sidewalks
- 1543 Cotton Clover Drive - Paint home
- 1279 Bedrock Drive - Trash cans visible
- 3195 Wandering Oaks Drive - Dead plants
- 1079 Autumn Tree Lane - Paint home
- 2879 Pebblewood Lane - Sodding
- 2962 Piedmont Manor Drive - Paint home
- 3986 Pebble Brooke Circle - Paint home
- 890 Thoroughbred Drive - Weeds/grass in beds
- 1704 Canopy Oaks Drive - Paint home
- 1723 Canopy Oaks Drive - Trash cans visible
- 3027 Whispering Willow Way - Paint home
- 3091 Wandering Oaks Drive - Pressure wash driveway and sidewalks
- 2005 Stable Gate Lane - Replace fence
- 3451 Crane Hill Court - Paint home
- 1438 Canopy Oaks Drive - Paint home
- 3126 Wandering Oaks Drive- Pet nuisance

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, of a \$1,000.00 fine being levied against each of the properties listed above.

**VII. Mediation/Self-Help Recommendations**

None

**VIII. Policy and Regulations Document Discussion/Adoption**

Oakleaf East POA Assessment Collections Policy

Summary: Annual Assessments – First mailing will go out in December after the annual meeting and the budget is approved; Second mailing will go out the beginning of February reflecting a \$25 late fee and interest; Third and final notice will go out the beginning of March, which is a 30 Day Notice of Late Assessment as required by FS 720, then may be sent to collections after the 30 days have passed.

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, that the Assessment Collection Policy presented be adopted.

**IX. Non-Collection of Fines**

Reduce Collectable Fines Amount to \$100:

None

**X. Community Standards Compliance Update**

No items.

**XI. New Business**

3518 Pebble Stone Court - \$1,000 fine was levied for trash cans visible at the 11/1/21 BOD meeting, imposed at the 12/7/21 CEC meeting. Homeowner showed up at this BOD meeting asking for fine to be reconsidered, as he was TDY for 3 months. He understands this is not an excuse, and has taken steps to ensure that it will not happen again:

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the BOD is going to send this back to the CEC committee for re-consideration.

498 Millstone Drive – An estoppel was issued and charged \$250 on 9/16/21. That sale did not go through. Another estoppel was issued and charged \$350 on 12/28/21 (rush). Homeowner showed up at this BOD meeting asking for the first estoppel charge to be waived:

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the BOD agreed to waive the first estoppel charge of \$250.

An email will be sent to legal regarding how estoppels past the 30 days are charged for clarification.

**XII. Owners Comments (Time Permitting)**

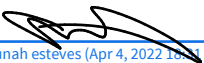
**XIII. Next Scheduled Meeting**

Kimberly Farrell stated that the next scheduled meeting is February 7, 2022, at 6:30 p.m. at this location (Association Office – 518 Hollyberry Ln, Suite 108, Orange Park, FL 32065)

**XIV. Adjournment**

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 8:48 PM.

Shaunah Esteves

  
Shaunah esteves (Apr 4, 2022 10:01 AM EDT)

President, Oakleaf East POA